

# Whatcom County Fire District #5

Point Roberts Fire Department

2030 Benson Road, Suite A  
Point Roberts, Washington, 98281

## Regular Meeting of the Board of Commissioners

May 16<sup>th</sup>, 2017

## MINUTES

### A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Commissioner Meursing.

In Attendance: Chief Christopher Carleton  
Commissioner William Meursing  
Commissioner Shannon Tomsen  
Recording Secretary Linda Hughes  
Financial Manager Patty Markel (via teleconference)

Absent: Commissioner Stan Riffle

Guests: Virginia Lester  
Ed Lester  
Vic Riley  
Robin Nault  
Pat Harper  
Judy Ross  
Pam Sarkissian  
Michael Weinkoop  
Pat Grubb  
Assistant Chief John Shields

### B. PUBLIC COMMENT

Chief Carleton invited Michael Weinkoop to introduce himself as a new resident of Point Roberts.

### C. BOARD ACTION

#### C.1 Approval of the Minutes of the Regular Meeting of April 12<sup>th</sup>, 2017

**MOTION:** Commissioner Tomsen moved to accept the Minutes of the Regular Meeting of April 12<sup>th</sup>, 2017 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.**

#### C.2 Approval of the Minutes of the Special Meeting of April 24<sup>th</sup>, 2017

**MOTION:** Commissioner Tomsen moved to accept the Minutes of the Special Meeting of April 24<sup>th</sup>, 2017 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.**

## D. FINANCIAL MANAGER'S REPORT

### D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Commissioner Tomsen asked for clarification of invoices over \$1,000.00. Financial Manager Markel and Chief Carleton advised that the one to Brian Snure, the District's legal counsel, was for legal services, the one to Curtis & Sons was for firefighter gloves, the one to Puget Sound Energy was for the power to the fire station, and the one to the Texas training facility was for Tavin Jackson to attend firefighter training academy in Texas, in late summer or fall this year. The Chief provided an overview of the contractual obligations that firefighters who receive training enter into, to pay back a pro-rated portion of the District's costs of training, depending on the years of service they are with the District.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Tomsen moved to accept the Vouchers in the amount of \$18,571.56 for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Tomsen moved that the payroll in the amount of \$17,909.24 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

### D.4 Resolution 2017-03 Void old uncashed warrants

**MOTION:** Commissioner Tomsen moved to approve Resolution 2017–03 voiding old uncashed warrants, there being one warrant in the amount of \$13.00. The motion was seconded by Commissioner Meursing. **Motion passed 2 - 0**

### D.5 Budget Update

Financial Manager Markel reported the budget update for 2017, as of April 30<sup>th</sup> shows 67.83% remaining in the budget. Commissioner Meursing asked for a comparison to last year and Financial Manager Markel reported that the remaining budget was very close to the April 30<sup>th</sup>, 2016 amount, and the District is trending basically the same as last year.

## E. CORRESPONDENCE

Chief Carleton reported that there was no correspondence to share this month.

## F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted.

With his update on the AFG grant status, Chief Carleton reported that the grant for the Lucas device has made funding level. Also the regional grant, a multi-district application with several other Whatcom County Fire districts in the amount of approximately \$330,000, has also reached funding level. Chief reports that this is not a guarantee of funding but it is an elevation in the grant review process. Chief has no news yet on the apparatus grant application.

Chief Carleton reported progress in his firefighter cancer awareness drive, and his concerns for all career firefighters and their exposure to carcinogens on the job.

Chief Carleton reported that the residential burn permit process has been taken over from Nielsen's Hardware, and all WCFD5 burn permits are now issued directly from the fire station.

Chief Carleton says that we will need a resolution to update the current one on record, as he would like the commissioners to consider extending the valid period of time for a residential burn permit to 10 days, perhaps for a fee of five dollars, to make it more convenient for homeowners.

Discussion ensued considering a variety of time periods and a variety of fee structures for new residential burn permits. It was also discussed that the main goal of taking over the burn permit issuance was for the opportunity to educate the public on legal burns, appropriate conditions, and burn bans. It was agreed that the District would start issuing 7-day residential burn permits for a fee of \$5.00.

**MOTION:** Commissioner Tomsen moved to approve Resolution 2017-04, declaring Whatcom County Fire District 5 residential burn permits to be valid for a period of seven consecutive days from the date of purchase, for the fee of \$5.00, unless otherwise prohibited by local or state fire officials

Chief Carleton demonstrated the new emergency radio. It has a 30 foot telescopic antenna and uses coaxial cable so it can either be powered by electricity or a car battery. Chief reports that this will assist station communications in the event of a major emergency, or catastrophic failure of communications. It has a 50 watt ham radio with UHF and VHF, and also has a 50 watt fire radio that uses the same channels as the current fire radio. The next step will be to connect with the local ham radio operators throughout the community, and the Chief hopes to have this valuable resource in place and operational by June 1.

Commissioner Tomsen asked what the life expectancy of this new equipment is and Chief responded 10 to 15 years.

Commissioner Meursing asked the cost of the equipment, and Chief responded between \$3,000 and \$5000, which was spent from capital reserve.

Commissioner Meursing asked if the Chief will be obtaining his ham radio license, and Chief replied that he does plan to become a licensed ham radio operator, but he does not anticipate being the operator of the radio in time of an emergency.

Chief continued his report with an update of the Engine 5802 tank repair. The steel tank has been removed from the apparatus and appears to have been repaired at least three times. The poly tank manufacturer had decided to retire around this time, but ProFire has negotiated with the poly tank manufacturer to build this one more tank before retiring. Chief reported that ProFire had been chosen for the repair of the tank in Engine 5802 for a couple of reasons, first because they are located in Canada and the cost of repairs paid in Canadian dollars offers a significant savings to the District. Secondly, ProFire sends a driver to Delta to pick up the apparatus and take it to their facility in Abbotsford, saving the District the time it would take to send one of our member engineers around to another repair shop in Bellingham or other location. It is hoped that engine 5802 will be repaired by the end of June and in-service for the 4<sup>th</sup> of July festivities.

## **G. UNFINISHED BUSINESS**

### **G.1 Fire Permits**

This item was covered earlier and not revisited here.

### **G.2 Town Hall Meeting**

The town hall meeting is scheduled for tomorrow night between 7:00 and 8:30 pm, here at the fire station. All are welcome. Refreshments will be served.

## **H. NEW BUSINESS**

### **H.1 Firefighters Without Borders -- Special Guest**

Chief Carleton introduced Bob Dubbert, who is here to give a presentation from Firefighters Without Borders. Mr. Dubbert presented the objectives of the organization to send decommissioned firefighting gear and apparatus around the world to third world countries that otherwise would not be able to afford such gear and apparatus. The organization has received and re-donated over 800 tons of equipment, including 72 fire trucks. They donate equipment and also the training on how to use the trucks and gear to countries like El Salvador, Mexico and elsewhere. Mr. Dubbert is here presenting the organization's efforts to WCFD5 in hopes that this district will consider donating some of the recently decommissioned bunker gear and SCBA units. He explained to the public that strict regulations in this country do not permit the use of this equipment domestically, but it still has a useful life span, and is especially appreciated by fire departments in countries that cannot afford such equipment. Commissioner Tomsen asked if the organization also donates the cost of shipping the equipment, and Mr. Dubbert replied that funding donations are made to the organization to help with shipping costs, one of their biggest contributors being Rotary Clubs around the world.

Chief indicated that he would like to propose donating some of our decommissioned bunker gear and equipment to the organization Firefighters Without Borders, and also indicated that our district would keep some of the decommissioned gear for training exercises. The commissioners discussed the proposal and agreed to donate some of the decommissioned gear to this organization.

Chief said that this is not the first inquiry after the decommissioned gear, as this gear can be used in other situations, reporting that Sea Shepherd had also approached the Chief hoping to receive gear as a donation toward their organization. However, Chief Carleton felt that donating to Firefighters Without Borders was more in line with the goals and objectives of this fire district.

Chief Carleton thanked the Commissioners for their generosity in donating the gear and said that he would keep in touch with Firefighters Without Borders so that we could receive updates on where our decommissioned gear gets repurposed into service.

## **I. EXECUTIVE SESSION**

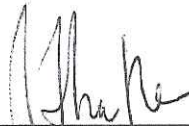
### **I.1 Fire Chief's Contract**

The Commissioners discussed and agreed to table this item to the June regular meeting.

**J. ADJOURNMENT**

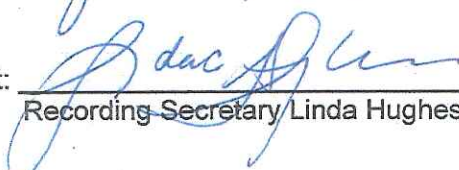
As there was no further business, Commissioner Tomsen moved to adjourn the meeting. Commissioner Meursing seconded the motion. **Motion passed 2 – 0**

The next Regular Meeting of the Board of Commissioners will be June 14<sup>th</sup>, 2017, at 4:00 p.m.

  
\_\_\_\_\_  
Commissioner William Meursing

  
\_\_\_\_\_  
Commissioner Shannon Tomsen

Dated June 14, 2017

Attest:   
\_\_\_\_\_  
Recording Secretary Linda Hughes

**FINANCIAL REPORT**

May 16, 2017

**WHATCOM COUNTY  
FIRE DISTRICT 5**

May warrants total \$18,571.56. The total for payroll is \$17,909.24 including Chief Carleton’s salary \$4,212.50 and Assistant Chief Shield’s pay of \$2,833.34. There were two events for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$12,300.00.

The April financial statements are in your meeting books.

We need a motion to approve the warrants and payroll for May as presented.

Respectfully,

Patty Markel  
Finance Manager

| <b>2017 Budget Remaining –<br/>4/302017</b> |         | <b>Warrants –<br/>Items over \$1,000 ~</b> |              |
|---|---------|--|--------------|
| Legislative                                 | 73.44 % |  |              |
| Administrative                              | 64.35 % | Snure Law Office                           | \$ 1,575.50  |
| Suppression                                 | 69.29 % |  |              |
| Suppression Training                        | 74.14 % | LN Curtis & Sons- NFPA Gloves              | \$ 1, 336.58 |
| Maintenance                                 | 79.30 % |  |              |
| Vol. FF EMS                                 | 60.74 % |  |              |
| EMS Training                                | 90.99 % |  |              |
|   |         | US Bancorp (Credit Card)                   | \$ 7,878.61  |
|   |         | <b>Includes:</b>                           |              |
| Total Budget Remaining:                     | 67.83 % | Puget Sound Energy                         | \$ 1,100.00  |
|   |         | Training Division                          | \$ 4, 050.00 |
|   |         |  |              |

**Whatcom County Fire District 5**  
**Chief Officer Report**  
**May 2017**  
For April

**Point Of Information**

1. AFG Funding Update
2. Firefighter Cancer
3. Burn Permits
4. Emergency "GO" Radio

**Apparatus**

|       |               |
|-------|---------------|
| E58   | No report     |
| E5802 | Tank Repair * |
| B58   | No report     |
| U5802 | No report     |
| A58   | No report     |
| A5802 | No report     |
| C58   | No report     |

**Member Roster**

41 Members (19 Canadian / 13 Point Roberts / 9 County)

- 5 Paramedics
- 16 EMTs (10 AEMT)
- 3 Ambassadors
- 33 Firefighters

**Volunteer Hours**      2201

**Volunteer Payroll**    13131

**Combined Chief Hours**      (Chief 177.5 /// Asst. Chief 125) Total Chief Hours = 302.5

**Incidents**

Total Calls (22)

EMS Calls (9)

|                    |                           |                               |
|--------------------|---------------------------|-------------------------------|
| <u>Transports:</u> | Saint Joseph Hospital (5) | Bellingham FD Medic (0)       |
|                    | Airlift Northwest (0)     | North Whatcom Fire Rescue (2) |
|                    | No Transport (2)          | Ferndale FD Medic (0)         |
|                    | Home Visit (0)            |                               |

Public Service (6)

Agency Assist (1) Law Enforcement

Fire Classification (10) -- (1/1\*) Outdoor Burns - permit/illegal\* (0) Smoke invest. (2) False Alarms  
(0) Vehicle Fire (1) Power Lines Down (0) Structure (0) Hazmat  
(0) Water Problems (1) Boat (0) Animal Rescue (0) Chimney Fires